



CONSENT AGENDA MEMO

Needs Legal Review: No
Meeting Date: November 17, 2021
Agenda Item: RFP Short-term Rental (STR) Inventory, Registration, Compliance and Analytic Services
Presented By: Jan Brending, Clerk Treasurer and Brendan Conboy, Land Use Planner

Action Required

Authorization for Mayor to sign agreement and acceptance of Granicus proposal for short-term rental (STR) inventory, registration, compliance and analytic services per November 8, 2021 proposal in the amount of \$8,970 annual fee plus sales taxes if applicable.

Proposed Motion

None unless pulled from consent agenda. If pulled from the consent agenda, then proposed motion is as follows:

Move to authorize the Mayor to sign agreement and acceptance of Granicus proposal for short-term rental (STR) inventory, registration, compliance and analytic services per November 8, 2021 proposal in the amount of \$8,970 annual fee plus sales taxes if applicable.

Explanation of Issue

The city is in need of services related to short-term rental inventory, registration, compliance and analysis. The city developed an RFP (attached) that was sent out to six companies. The city received three proposals which were evaluated using the criteria contained in the RFP.

Staff Recommendation

Staff recommends the council authorize the Mayor to sign agreement and acceptance of Granicus proposal for short-term rental (STR) inventory, registration, compliance and analytic services per November 8, 2021 proposal in the amount of \$8,970 annual fee plus sales taxes if applicable. Staff believes that Granicus can deliver the services needed to implement a complete program related to short-term rentals including inventory, registration, compliance and analysis. Although not specified in the Granicus proposal, Granicus also offers additional services that may be beneficial to the city in the future including permitting, digital online forms, and records management solutions.